

SECRET

Approved For Release 2006/12/07 : CIA-RDP75-00399R000100080017-1
Classification

REPORTS INVENTORY 25X1					CONTROL NO.	
PREPARE IN DUPLICATE						
1. TITLE OF REPORT (If a fill-in report include Form No.) Report of Activities - 					2. TYPE OF REPORT <div style="display: flex; justify-content: space-between;"><div>STATISTICAL</div><div><input checked="" type="checkbox"/> NARRATIVE</div></div> <div style="display: flex; justify-content: space-between;"><div></div><div>MACHINE-NAME LISTING</div></div>	
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL OTHER (specify)
		LOGISTICS		SECURITY		
		MEDICAL		FINANCE		
4. NO. OF COPIES PREPARED 3		5. FREQUENCY (weekly, monthly, quarterly, etc.) Quarterly			6. DISTRIBUTION (No. of components not number of copies) 2	
7. FORMAT (memorandum, form computer print-out, etc) Dispatch		8. ADP PROCESSING			9. DIRECTIVE AUTHORITY REQUIRING REPORT Director of Security	
		<div style="display: flex; align-items: center;"> <input checked="" type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. </div>				
10. PREPARING COMPONENT (include lowest level contributing information to report) Security Officer, 				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) None 25X1		
12. COST FACTORS						
A. MANUAL PREPARATION AND REVIEW COSTS						
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X TIMES PREPARED = COST PER YEAR
GS-13	\$8.06		8		\$64.48	4 \$257.92
GS-05	3.15		4		12.60	4 50.40
						\$308.32
B. COSTS OF COMPUTER PRODUCED REPORTS						
N/A						
TOTAL COSTS PER YEAR						\$308.32
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. To keep the Director of Security apprised of the activities of Security careerists detailed to serve as security officers at overseas facilities. This reporting began in 1953 on a monthly basis and was recycled to a quarterly basis in November 1968.						
14. FUTURE GOALS						
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <div style="display: flex; align-items: center;"><input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain)</div> <div style="display: flex; align-items: center;"><input type="checkbox"/> CHANGE</div> <div style="display: flex; align-items: center;"><input type="checkbox"/> DISCONTINUE</div>					ESTIMATED SAVINGS <div style="display: flex; justify-content: space-between;"><div>MAN-HOURS 0</div><div>DOLLARS 0</div></div>	
16. DATE OF INVENTORY 2 October 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION <div style="display: flex; align-items: center;"> SA/DD/PTOS/OS</div>				18. EXTENSION <div style="border: 1px solid black; width: 50px; height: 20px;"></div>

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